

PROCEDURES FOR COLLECTING 24-HOUR FOOD RECALLS

When taking a 24-hour recall, it is important for the interviewer to follow certain procedures to insure the following:

- That all foods and beverages consumed are listed.
- That amounts of foods are as accurate as possible.
- That homemaker is not influenced to say he/she ate foods that were not eaten.

It is recommended that staff and volunteers, who take recalls, **be thoroughly trained in standard techniques**. At the end of this section, please find "**A Method for Training EFNEP Staff and Volunteers On Collecting 24-hour Recalls**." At a minimum, paraprofessionals and volunteers should practice taking food recalls on each other before using the method with homemakers.

Note: The following techniques are written specifically for individual interviews. At the end of this section, you will find a list of ways to alter these techniques for group settings in which homemakers record their own food recalls.

Setting the stage for the interview

The following steps will help in eliciting truthful and complete information:

1. Explain to homemaker that you need to know only what she/he actually ate. She/he should not feel embarrassed about any food, as there are no "good" or "bad" foods. No one eats just the right foods all the time.
2. Do not express in words or facial expressions either approval or disapproval of foods which homemaker mentions.
3. Do not ask leading questions that would lead homemaker to feel she/he "should" have had a certain item and, thus, say she/he did.

During the food recall interview

1. Use your FOOD RECALL KIT to determine the amounts of foods consumed. (Food Recall Kit described below under "24-Hour Food Recall Kit"). Homemakers may not be able to give amounts of ingredients in their portions of mixed dishes, salads and casseroles. If a home recipe was used, obtain a copy. If food was eaten in a restaurant, record the name or type of restaurant.

2. Start with the most recent meal or snack that the homemaker consumed. Work backwards to cover all foods and beverages eaten or drunk in the last 24 hours.
3. First, get a complete list of all foods eaten without trying to determine amounts. Use the following types of probes to find **what foods** were eaten:
 - A. The first type of probing is related to time.
Examples:
"At what time was this? Did you eat or drink anything before or after that?"
"What did you have at that time?"
"At what time did you go to bed?"
 - B. The second type of probe is related to the homemaker's activities.
Examples:
"What did you do this morning?"
"While you were working around the house, did you take a break to have something to eat or drink?"
"Did you watch TV last night? When you watched TV, did you eat anything?"
"Did you have anything to drink with this?"
 - C. The third type of probe tries to get more complete information about foods already reported.
Examples:
"Do you remember anything else that you ate or drank with this food?"
"What else did you have at this meal?"
"Was the (bread, vegetable) eaten plain or did you put something on it?"
"Did you have anything in your coffee?"
"Did you have a second helping?"
4. Second, after all foods are named by the homemaker, go back over the lists to get additional descriptions and amounts of the food. Also determine if all of the food was eaten or if some was left on the plate.

To get more information on the type of food:

- A. Encourage the homemaker to describe foods as clearly as possible. The interviewer may have to restate questions to get more information.
- B. Describe combination dishes carefully. Mixtures such as sandwiches, soups, stew, pizza, casseroles, etc. can be prepared in many ways.
- C. Ask to see packages, if available, on pre-packaged foods, and record brand name and other pertinent information.

To determine the amount of food eaten:

- A. Amounts of a food may be given in
 - 1. NUMBERS, such as eggs, donuts, apples
 - 2. SHAPES, such as a pat of butter, stalk of celery, slice of pie (or the shapes included at the end of this section.)
 - 3. DIMENSIONS, such as size of models in Recall Kit, or size of cornbread, cake, etc. using a ruler.
 - 4. VOLUME, such as liquids, cooked vegetables, pudding, ice cream
 - 5. WEIGHT, such as meat, cheese, candy bar, (3 oz. meat equals size of deck of cards, or palm of woman's hand)
 - B. In determining amounts, use food models, measuring cups, measuring spoons, ruler, raw rice, beans, etc. in Food Recall Kit. Have homemaker show you how much they had by pouring raw rice or dry beans on a plate or by identifying some item in your Recall Kit. A ruler can also be used to show size of certain items.
 - C. When appropriate, ask homemaker to bring in the serving container (bowl, cup, glass, etc.) that was used and determine the amount it holds by using rice and a standard measuring cup.
5. If nutrition questions are being asked by the homemaker during the time the recall is being taken, ask homemaker if you may answer them later when you have completed the recall.

6. After the homemaker has given a recall of foods and amounts for the entire 24 hours, read the list back to him/her and ask homemaker to tell you anything else that he/she may have forgotten before.
7. Thank the homemaker for his/her cooperation. Do not comment on the recall at this time, unless homemaker asks a specific question. **Wait and address deficiencies, excesses, etc. when lessons are taught** that deal with that area of the diet.

Ways to Alter Food Recall Techniques to Accommodate Group Settings

Large group settings present a special challenge when collecting food recalls. Unless volunteers or others are available to assist, it is usually necessary to have homemakers record their own food recalls. The following techniques are suggested:

1. Set the stage for obtaining the recalls similar to those listed above in section entitled "Setting the stage for the interview."
2. Distribute forms and explain that (**after you have finished the instructions**) you want each person to record everything he or she ate or drank between the time they came to this meeting and a specified time on the previous day, to cover 24 hours. Be sure group members understand the time frame to use in recording their food intake.
3. Explain that group members should do this task with as little talk as possible, except to ask questions of group leader. This will allow group members to concentrate and not be influenced by what others are saying.
4. Place the items in your Food Recall Kit in view of all, or display a large poster or hook & loop board showing the units of measurement and standard serving sizes to serve as a guide for listing amounts of foods and beverages.

Posters or hook & loop boards can be prepared using drawings or cardboard food models (from the National Dairy Council or other sources).

Some items to display on Poster:

8 oz. glass of milk or water	4 oz. glass of juice
1 serving (1/2 cup) cooked vegetable/fruit	1 cup of raw vegetable

3 oz. serving hamburger or other lean meat	1 cup cereal
1 slice bread or medium roll or biscuit	1 med. piece fruit

5. Go over the various serving sizes and how to record portions of servings.
6. Show on a large poster (or overhead transparency, if available) sections of food recall, with examples of how foods are to be recorded.
7. Allow group members to begin listing their food recall, while paraprofessional or volunteer circulates and answers questions.
8. After most group members appear to be finished, have them go back over the recall and look for meals/snacks where food items or descriptions may be incomplete. Some examples of such items are as follows:
 - bread eaten at a meal, including type
 - fat, sugar, sweetener, or creamer added to foods or beverages
 - milk or sugar added to cereal
 - type of milk
 - type of cereal
 - all ingredients in a sandwich or salad (other than one included in EFNEP Foods Dictionary)
 - mayonnaise or other spread on sandwiches
 - dressings added to salads
9. Collect recalls and thank group members for their cooperation.

24-Hour Food Recall Kit

Purpose of the FOOD RECALL KIT: To assist paraprofessional/interviewer in taking the food recall and estimating the amounts more accurately.

The Food Recall Kit should contain the following items:

Cup - One 8-oz. plastic measuring cup

Bowls - 2 different shapes - each holding 2 cups

Small sauce dish - about 1/2 cup

Standard measuring spoons:

- 1 tablespoon
- 1 teaspoon
- 1/2 teaspoon

- 1/4 teaspoon

*Plastic Container of 2 to 3 cups rice (with tight fitting lid)

*Plastic Container of 2 to 3 cups dried beans (with tight fitting lid)

*Rice will be used as an example for measuring more dense foods such as mashed potatoes and oatmeal. Beans may be used for foods that are loosely packed, such as cereal or vegetables.

* To reduce the weight of the Food Recall Kit, dry cereal may also be placed in tightly covered plastic container or plastic bag for use in determining size of servings.

Plastic ruler - 6" works well and may be less cumbersome than a 12" ruler.

10 Shapes on cardboard or plastic as described in the following chart.

Item <u>Identification</u>	<u>Size</u>	<u>Example of Food To Be Measured</u>
A	1" square	Cheese, fudge
B	2" square	Brownies, Cornbread
C	1/16 layer cake	Cake
D	1/12 layer cake	Cake
E	1/8 of a 9" pie	Pie, quiche
F	1/7 of a 9" pie	Pie, quiche
G	1/6 of a 9" pie	Pie, quiche
H	3" square	Sheet cake, Cornbread
I	4" circle	Danish, pancake
J	1/4 of 12" pizza	Pizza

Additional shapes of various cuts of meats, each about 3 ounces of cooked, edible portion (master copy provided).

Compiled by: Ruby H. Cox, Ph.D., R.D. (1/93)

Parts of these procedures are adapted from the Enhanced EEFNEP Record and Reporting Manual from the New York EFNEP Program, Cornell University.

A METHOD FOR TRAINING EFNEP STAFF AND VOLUNTEERS ON COLLECTING 24-HOUR FOOD RECALLS

Training of paraprofessionals, volunteers, and other interviewers is very important if food recalls are to be complete and accurate. The following method assumes that you will bring EFNEP paraprofessionals or other participants together for group training. The entire training session may take 5 to 6 hours and

will require at least one or two other people to assist the workshop presenter throughout the workshop.

1. BEFORE the workshop the Workshop Presenter (possibly an EFNEP supervisor) should make the following preparations:
 - Notify participants of date and time and instruct experienced paraprofessionals to bring with them any props they have previously used in taking food recalls. New paraprofessionals or other workshop participants would not be given this instruction.
 - Assemble Food Recall Kits for each workshop participant, according to the guide in the previous section of Appendix III.
 - Assemble two trays representing two 24-hour recalls: Recall 1 and Recall 2 (examples attached), using food models, actual foods, and pictures. Foods in the recalls should be different, but comparable in that they **require the same techniques to elicit information** from the respondent (such as from an EFNEP homemaker). Label one as Recall 1 and the other as Recall 2. Recall 1 will be used in a pre-training assessment and Recall 2 will be used in a post-training assessment of how well workshop participants have learned the techniques for collecting food recalls.
 - Enlist co-workers (but not workshop participants) to serve as "assistants" in the workshop by serving as respondents (i.e. "pretend" homemakers) and to help score recalls collected during interviewing practice sessions. There should be 1 respondent for every 2 or 3 workshop participants. Prior to the beginning of the workshops, those to serve as respondents should become thoroughly familiar with the foods on Recall 1 and Recall 2.
- Respondents should also be briefed on how EFNEP homemakers might or might not respond during food recall interviews.

- Using two copies of Form 1 (located at end of this section), list the foods for Recall 1 and Recall 2 on separate forms. Identify and list all the characteristics that should be elicited from a respondent about the foods on Recalls 1 and 2 and assign point values (1 point for each piece of information about a food). This will yield the total number of points an interviewer (i.e. workshop participant) could earn on each of the recalls, if he/she used the appropriate probes, props, and questions in taking a food recall. (See examples at end of this section).
2. Call together workshop participants and begin the workshop.
 3. Explain briefly that the purpose of the training is to help each to improve their skill in eliciting and recording complete and truthful food recall information. At this time, do not go into detail about how recalls should be collected.
 4. Assign each workshop participant to one of the respondents (i.e. "pretend" homemakers) with whom she/he will do a food recall interview later in the workshop. For times sake, there should be no more than three participants (interviewers) assigned to each respondent.
 5. Situate respondents (i.e. "pretend homemakers) in private areas so recalls can be taken without other participants over-hearing the interview. Respondents should have, as a reference during interviews, a copy of Form 1 on which Recall 1 has been listed. They should later have, as a reference, the Form 1 on which Recall 2 has been listed.
 6. Distribute blank copies of a 24-hour food recall form to be used in your state (or use blank copies of Form 1 which will facilitate scoring at a later time).
 7. Explain to participants that each one will act as an "interviewer" and will take a 24 hour recall on an assigned "respondent" (i.e. "pretend" homemaker). Initially, interviewers should use whatever methods and props that they have previously used, if they are experienced paraprofessionals. If participants have never before taken a 24-hour recall, they should use their own judgement as to what techniques and probes to use.

Note: Put workshop participants at ease by emphasizing that you do not expect perfection, especially on the first recall, and that they will have a second chance to show what they have learned, after being trained on appropriate techniques.

8. Proceed to allow each workshop participant to interview, in private, a respondent ("pretend" homemaker) regarding food eaten on Recall 1. Responses should be recorded by each interviewer on a blank copy of Form 1 or on a 24-Hour Food Recall form. Interviewers should label the form they complete as RECALL #1.
9. Completed forms should be given immediately to workshop assistants who will do scoring. Scoring should be done immediately so feedback can be provided later in workshop on how participants performed as interviewers. Points will be assigned to recalls completed by each interviewer based on previously identified points (i.e. characteristics listed on the Form 1's which were completed on Recall 1 and Recall 2 before the workshop).
10. Proceed to train the participants on the food recall techniques discussed in the prior section "Procedures for Taking 24-Hour Recalls." Give each participant a Food Recall Kit and demonstrate all techniques and show how items in the kit can be used. Use as examples the foods in Recall 1 above and discuss the probes, props, and questions that could have been used to get complete information from the respondent ("pretend homemaker).
11. Repeat Steps 6 through 9, but interviews should be based on Recall 2. This 24 hour intake should be labeled by interviewers as RECALL #2. Workshop presenter and assistants should collect and score completed recall forms as soon as possible, so results can be shared with the group.

Note: When results are shared with group, DO NOT mention name of individual participants, as this may cause embarrassment.

12. Using the Form 1, completed before workshop on Recall 2, score each participant's completed recall, based on the points assigned food characteristics on Recall 2.
13. Hold a group discussion in which feedback is provided on how participants did (as a group) on Recall 1 and Recall 2. Discuss ways participants improved as interviewers between Recall 1 and Recall 2. Point out the areas where participants tended to do well and PRAISE PARTICIPANTS. Also point out food items on which interviewers did not elicit or record

complete information on Recall 1 and whether there were improvements on Recall 2, as a result of the training and the use of props and probes. Especially emphasize areas where complete information was not obtained by most participants on Recall 2. Discuss and demonstrate correct probing techniques again, if needed.

14. Encourage workshop participants to further practice using the food recall techniques with each other, or co-workers, during the next few days following the workshop.
15. During a subsequent training on some other topic (i.e. several weeks later), the EFNEP supervisor should re-assess how paraprofessionals are doing in taking recalls, after having used the techniques with actual homemakers in the field. This can be done by having paraprofessionals pair off and take recalls on each other, while the supervisor observes.

This method for training paraprofessionals on taking 24-Hour Recalls was developed and tested by Dr. Ruby H. Cox, in the Virginia EFNEP Program. Data is now being collected, in a controlled setting, for possible publication in a journal article. If you have questions, contact Dr. Cox at the following address and phone number:

Ruby H. Cox, Ph.D., R.D.
Virginia Tech
229 Wallace Hall
Blacksburg, VA, 24061-0228

Phone: 703-231-7156
FAX: 703-231-7157

FORM 1 **FOR USE IN FOOD RECALL TRAINING ACTIVITY**

Use this form for assigning points to Recall Items prior to training,
(OR as blank form for collecting Food Recalls during training)

Instructions for Trainer: (1) Set up trays with a typical day's intake of approximately 15 to 20 foods that are consumed locally. (2) List foods below and characteristics to be obtained by interviewer from the respondent. (3) Assign points to each characteristic and record under column "Points Possible Or Earned." This shows points which will be earned if interviewer (training participant) elicits complete information about foods eaten by respondent.

FOOD ITEM	CHARACTERISTICS	POINTS POSSIBLE OR EARNED

TOTAL POINTS POSSIBLE OR POINTS EARNED		

RECALL 1 SAMPLE

FORM 1 FOR USE IN FOOD RECALL TRAINING ACTIVITY

Use this form for assigning points to Recall Items prior to training,
(OR as blank form for collecting Food Recalls during training)

Instructions for Trainer: (1) Set up trays with a typical day's intake of approximately 15 to 20 foods that are consumed locally. (2) List foods below and characteristics to be obtained by interviewer from the respondent. (3) Assign points to each characteristic and record under column "Points Possible Or Earned." This shows points which will be earned if interviewer (training participant) elicits complete information about foods eaten by respondent.

FOOD ITEM	CHARACTERISTICS	POINTS POSSIBLE OR EARNED
BISCUIT	FOOD LISTED: YES	1
	KIND: HOMEMADE	1
	SIZE: LG 3" DIAMETER	1
	NUMBER: 2	1
GRAVY	FOOD LISTED: YES	1
	AMOUNT: 1/2 CUP	1
	TYPE FAT: FATBACK GREASE OR LARD	1
	TYPE LIQUID: WHOLE MILK	1
POTATOES	FOOD LISTED: YES	1
	HOW PREPARED: FRIED	1
	FAT ADDED: CRISCO (SHORTENING)	1
	AMOUNT: 1 CUP	1
TEA	FOOD LISTED: YES	1
	AMOUNT: 16 OZ	1
	SUGAR ADDED: 2 TBSP	1
CUPCAKE	FOOD LISTED: YES	1
	FLAVOR: CHOCOLATE	1
	ICING: YES - CHOCOLATE	1
	NUMBER EATEN: 2	1
CHEESEBURGER	FOOD LISTED: YES	1
	TYPE: HOMEMADE	1
	SPREAD: MAYONNAISE, MUSTARD	2
	CHEESE = 3/4 OZ CHEESEFOOD	1
	NUMBER & SIZE: 1 LARGE	1

SOFT DRINK	FOOD LISTED: YES	1
	TYPE: REGULAR	1
	AMOUNT: 12 OZ CAN	1
STEAK	FOOD LISTED: YES	1
	TYPE: CUBED ROUND STEAK	1
	HOW PREPARED: FLOURED - FRIED IN SHORTENING	1
	AMOUNT: 4 OUNCES	1
	LEAN OR LEAN & FAT: LEAN ONLY	1
GRAVY	FOOD LISTED: YES	1
	TYPE FAT: SHORTENING & MEAT DRIPPING	1
	TYPE LIQUID: WATER	1
	AMOUNT: 1/3 CUP	1
ONIONS	FOOD LISTED: YES	1
	HOW PREPARED: FRIED	1
	TYPE FAT: SHORTENING	1
	AMOUNT: 1/2 CUP	1
POTATOES	FOOD LISTED: YES	1
	HOW PREPARED: STEWED	1
	FAT ADDED: YES - MARGARINE 1 TSP	1
	AMOUNT: 1 CUP	1
GREENS	FOOD LISTED: YES	1
	TYPE: COLLARDS	1
	FAT ADDED: 1 TSP FATBACK GREASE	1
	AMOUNT: 1/2 CUP	1
BREAD	FOOD LISTED: YES	1
	TYPE: CORNBREAD	1
	AMOUNT: 2 PIECES - SIZE C	1
	SPREAD: YES - MARGARINE 2 TSP	1
MILK	FOOD LISTED: YES	1
	TYPE: WHOLE	1
	AMOUNT: 10 OZ (1 1/4 CUP)	1
TOTAL POINTS POSSIBLE OR POINTS EARNED		56

RECALL 2 SAMPLE

FORM 1 FOR USE IN FOOD RECALL TRAINING ACTIVITY

Use this form for assigning points to Recall Items prior to training,
(OR as blank form for collecting Food Recalls during training)

Instructions for Trainer: (1) Set up trays with a typical day's intake of approximately 15 to 20 foods that are consumed locally. (2) List foods below and characteristics to be obtained by interviewer from the respondent. (3) Assign points to each characteristic and record under column "Points Possible Or Earned." This shows points which will be earned if interviewer (training participant) elicits complete information about foods eaten by respondent.

FOOD ITEM	CHARACTERISTICS	POINTS POSSIBLE OR EARNED
BREAD	FOOD LISTED: YES	1
	KIND: FRIED BATTER (FRITTER)	1
	FAT USED: SHORTENING	1
	SERVINGS: 2 FRITTERS	1
EGGS	FOOD LISTED: YES	1
	HOW PREPARED: SCRAMBLED	1
	FAT ADDED: LARD 1 TSP	1
	AMOUNT: 2 EGGS	1
POTATOES	FOOD LISTED: YES	1
	HOW PREPARED: FRIED	1
	FAT ADDED: LARD 2 TSP	1
	AMOUNT: 2/3 CUP	1
COFFEE	FOOD LISTED: YES	1
	AMOUNT: 2 CUPS (10 FLUID OZ.)	1
	ADDED SUGAR/CREAMER:	1
	SUGAR: 2 TSP.	1
	CREAMER: 2 TSP	1
POTATO CHIPS	FOOD LISTED: YES	1
	NUMBER CHIPS OR SIZE PK: 20 CHIPS	1
SANDWICH	FOOD LISTED: YES	1
	TYPE BREAD: WHITE LOAF BREAD	1
	TYPE FILLING: HAM - 2 OZ	1
	VELVEETA CHEESE - 3/4 OZ	1
	SPREAD: MAYONNAISE - 1 TBSP	1

PUNCH	FOOD LISTED: YES	1
	TYPE: ORANGE	1
	REAL JUICE: NO - KOOL AID TYPE	1
	AMOUNT: 2 CUPS (16 OUNCES)	1
BEEF	FOOD LISTED: YES	1
	TYPE: ROAST CHUCK	1
	HOW PREPARED: BAKED	1
	LEAN OR LEAN & FAT: LEAN ONLY	1
	AMOUNT: 2 OZ	1
BEANS	FOOD LISTED: YES	1
	TYPE: GREEN BEANS	1
	FAT ADDED: FATBACK ABOUT 1/2 TSP GREASE	1
	AMOUNT: 1 CUP	1
BREAD	FOOD LISTED: YES	1
	TYPE: CORN MUFFIN	1
	SERVINGS NUMBER/SIZE - 2 MUFFINS	1
	SPREAD ADDED: BUTTER 2 TSP	1
GRAVY	FOOD LISTED: YES	1
	FAT: DRIPPINGS FROM ROAST	1
	LIQUID: MEAT BROTH	1
	AMOUNT: 1/2 CUP	1
MILK	FOOD LISTED: YES	1
	TYPE: 1% FAT	1
	AMOUNT: 1 CUP (8 OZ)	1
ICE CREAM	FOOD LISTED: YES	1
	TYPE: CHOCOLATE ICE MILK	1
	AMOUNT: 1 1/2 CUPS	1
CAKE	FOOD LISTED: YES	1
	TYPE: CHOCOLATE LAYER	1
	WITH OR W/O ICING: WITH CHOCOLATE	1
	SIZE SLICE: 1 SIZE E	1
TOTAL POINTS POSSIBLE OR POINTS EARNED		55